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The Personnel Division

THE LIBRARY OF CONGRESS

Washington : 1953

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MESSAGE FROM THE LIBRARIAN

Welcome to the staff of the Library of Congress. We are glad to have you with us and we hope that you will enjoy your work here.

This booklet has been prepared to acquaint you with the Library—both as an institution of the Federal Government and as a place to work. We have anticipated some of the questions you are likely to ask and have included here the answers to them.

Your supervisor and the officers of the Personnel Division are at your disposal for interpretation or further explanation of topics discussed in these pages.

LUTHER H. EVANS
Librarian of Congress

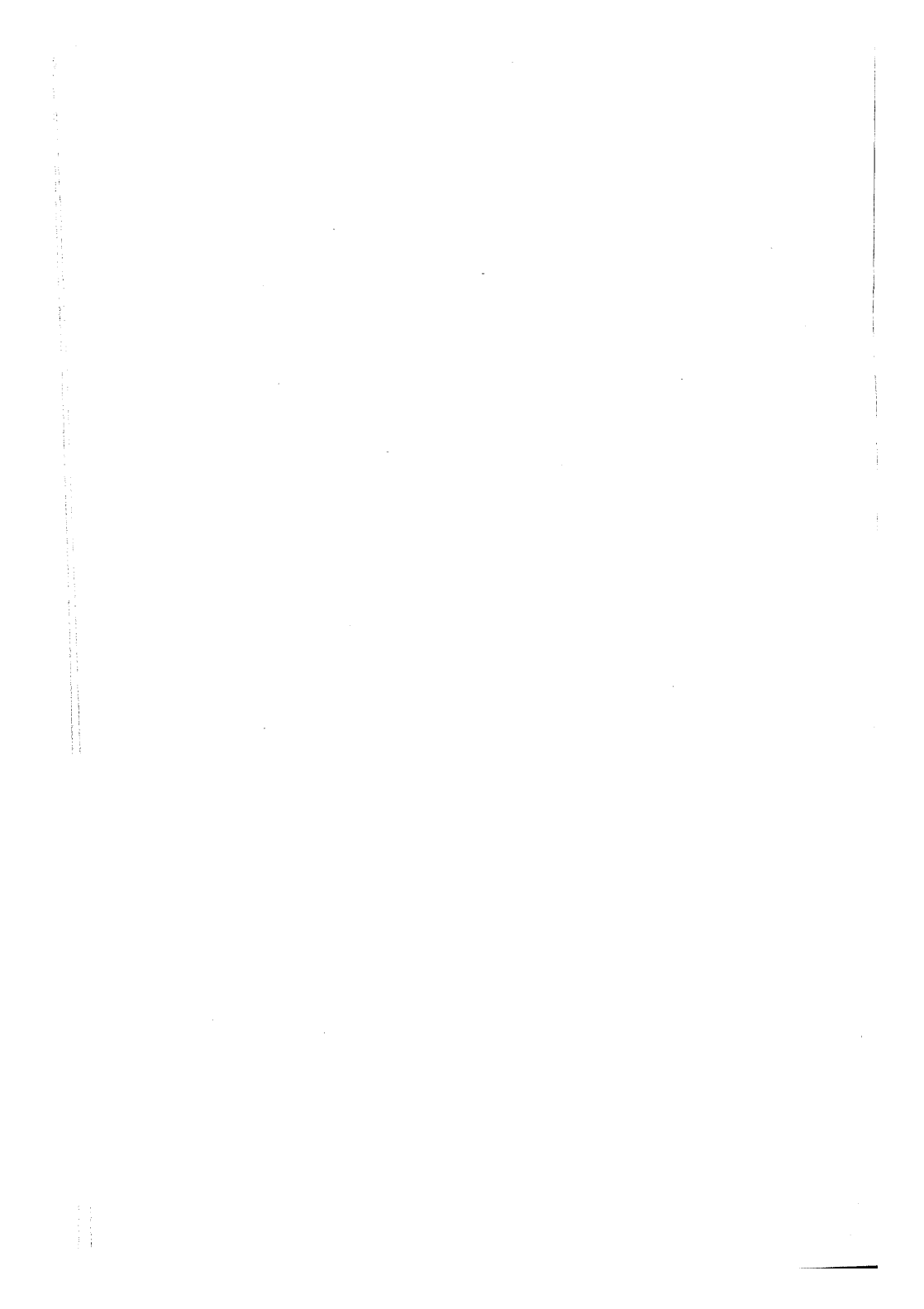


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Part I

THE LIBRARY AND ITS WORK

The Library of Congress is the principal library of the United States Government. It serves not only the Congress, for whose service it was established in 1800, but all the agencies of the Government and the missions established here by foreign states. It also serves scholars and the public by making books and other materials available in the buildings and, in a limited measure, by interlibrary loan. And its work in cataloging and bibliography is useful to many who do not use its collections.

The Library of Congress is also identified as the National Library. In the words of former Librarian Archibald MacLeish, "The Library of Congress is a people's library which provides to the people, through their representatives in Congress and their officers of government, as well as directly, the written record of their civilization. It is also, and at the same time, a reference library which provides scholarly facilities for the study of that record not to a limited number of selected scholars only, but to the Government, and to the people, of the United States."

The Library of Congress began with an appropriation for the purchase of books and the provision of space for them, contained in the act of Congress by which, in 1800, the Capital was moved from Philadelphia to Washington. Special rooms in the Capitol were set aside for the books, and in 1802 President Thomas Jefferson appointed the first Librarian, John Beckley of Virginia.

The Library was destroyed in 1814 when the British burned the Capitol. In 1815 the library of Thomas Jefferson was purchased by Congress as the nucleus of a new collection. This, also, was two-thirds destroyed by fire in 1851, yet the Library survived and expanded. Since 1866 it has been the depository of the library of the Smithsonian Institution, now containing more than a million publications, and since 1870 the Library has

been the single depository for books, music, maps, and other items copyrighted in the United States.

The Library expanded to such an extent that it outgrew its quarters in the Capitol. In 1886 Congress provided for a separate building to house its collections, and in 1897 the Main Building was completed. Since that date the collections have increased at a phenomenal rate and new functions have developed.

In 1939 the Annex, a spacious modern building, was completed. The two buildings together contain approximately 36 acres of floor space and 250 miles of shelving. They are connected by an underground tunnel, and a system of pneumatic tubes conveys books and callslips between the Main Building and the Annex.

Special facilities in the Main Building include: The Coolidge Auditorium for chamber music, which was presented in 1925 by Mrs. Elizabeth Sprague Coolidge and which has 511 seats; the Whittall Pavilion for smaller audiences, presented in 1938 by Mrs. Gertrude Clarke Whittall, which houses a quintet of Stradivari stringed instruments and Tourte bows, also a gift of Mrs. Whittall; and the Hispanic Room, gift of an anonymous donor, which was completed in 1939.

The Story up to Now, by David C. Mearns, gives a history of the Library from 1800 to 1946.

THE COLLECTIONS

The Library's collections, encyclopedic in nature, are pre-eminent in American history and politics, bibliography and library science, publications of learned societies, public documents (Federal, State, municipal, and foreign), files of American and foreign newspapers, and maps and atlases. They are outstanding in law, economics, and political science. The collection of books on aeronautics is the largest and the music collection is perhaps the most comprehensive in the world. The collection of Chinese works is the largest outside China and Japan, and that of Russian books is probably the largest outside the Soviet Union. The collection of manuscripts, which includes the private papers of nearly all the Presidents and numerous other American statesmen

and leaders in many walks of life, has been greatly enriched with reproductions of manuscripts in European archives, made possible by a large gift from Mr. John D. Rockefeller, Jr. The rare book collection contains more than 200,000 pieces, among them many first editions, rare bindings, some 25,000 early American pamphlets, more than 1,600 volumes of American 18th-century newspapers, and more than 5,300 15th-century books.

The Library of Congress is the largest in the world. At the present time it has 9,500,000 volumes and pamphlets, nearly 13,000,000 manuscripts, more than 2,100,000 maps and views, about 2,000,000 pieces and volumes of music, some 500,000 fine prints, and approximately 2,225,000 photographic negatives, prints, and slides. In addition there are newspaper issues, motion pictures, sound recordings, microfilms, and other types of material that bring the total to nearly 31,000,000 items.

EXTENDED SERVICES

Among the specialized services that extend the Library's impact beyond its walls are:

An interlibrary loan system.

The Photoduplication Service, with a large modern laboratory for the reproduction of materials in the Library of Congress at reasonable cost, subject to conditions of law, copyright, and deposit.

The exchange of materials with other institutions, at home and abroad.

The sale of printed catalog cards and the publication of these cards in book form as cumulative author and subject catalogs, which make available the results of the expert bibliographical and cataloging work of trained personnel.

A cooperative cataloging and classification service which, working with other libraries, assists in the preparation of catalog entries for books not in the Library of Congress and in the preparation of analytical entries for the serial publications of learned societies and institutions.

The development of a scientific scheme of classification and cataloging embracing almost all fields of knowledge and types of library material.

The preparation of bibliographical lists to meet the needs of Government and private research.

The maintenance of a National Union Catalog, containing over 12,000,000 cards for the more important books in the major American and Canadian research libraries.

The publication of catalogs, bibliographical guides, and lists, as well as texts of original manuscripts and rare books in the Library of Congress.

The provision of books in raised type and "talking book" records for the blind residents of the United States.

The library has six endowed chairs—Music, Fine Arts, American History, Aeronautics, Geography, and Poetry in English. It also has the services of a group of specialists ("consultants," "honorary consultants," and "fellows" of the Library of Congress), whose association with the Library is either voluntary or is made possible by gifts from non-Government sources. These specialists, recognized authorities in their respective fields, serve without administrative responsibility. They assist in the development of the collections, furnish expert counsel in specialized fields of knowledge, and serve as liaison between the Library and investigators pursuing advanced studies.

Students doing extensive research may be provided with special study room and study desk facilities in both the Main Building and the Annex.

ORGANIZATION OF THE LIBRARY

See chart on pages 10-11.

The direction of the Library is vested in the Librarian of Congress, whose immediate staff consists of the Chief Assistant Librarian, the Deputy Chief Assistant Librarian, the Assistant Librarian, the Directors of the four principal departments into which the Library is organized—the Administrative Department, Legislative Reference Service, Processing Department, and Reference Department—the Law Librarian, the Register of Copyrights, and the Assistant Librarian for the American Collections.

Within each department are divisions, which are administered by chiefs who are responsible to the departmental heads.

The buildings and grounds are administered by the Chief of the Buildings and Grounds Division. All structural work on the buildings and the operation of the mechanical plant are under the jurisdiction of the Architect of the Capitol, who has placed the personnel regularly assigned to this work under the administrative direction of the Chief of the Building and Grounds Division.

DEPARTMENTS AND THEIR ACTIVITIES

In addition to the Offices of the Librarian of Congress, the Chief Assistant Librarian, and the Assistant Librarian, there are six major organizational units, whose functions are as follows:

The Processing Department is concerned with the acquisition of materials for the collections and the classification and cataloging of these materials to make them ready for use.

The Reference Department has custody of and gives service on the general and special collections, exclusive of law. It performs reference and reader service for the Congress, the Federal agencies, and the general public, interpreting the collections through the Library's catalogs and various bibliographic aids, preparing bibliographies and other research tools, and responding to the large volume of reference requests which come to the Library by mail.

The Legislative Reference Service exists for the purpose of assisting Members and Committees of Congress in obtaining information and in doing research which they require in their capacity as Members and agencies of the National Legislature.

The Administrative Department is a service department that carries on so-called housekeeping operations. These functions include the administration of budget and fiscal matters, personnel, and records, and the maintenance of buildings and grounds.

The Copyright Office owes its origin to a provision of the Constitution of the United States that gives Congress the power to promote the progress of science and the useful arts by granting to authors for a limited time the exclusive rights to their writings. Congress has exercised this power by the enactment of copyright

acts and the establishment of the Copyright Office where authors may apply for registration of copyright. Writings now include not only books and periodicals, but also musical compositions, maps, photographs, motion pictures, and works of art.

The Copyright Office operates as a department of the Library, with the Register of Copyrights administratively responsible to the Librarian of Congress. Requests for copyright are received in this Office, their validity is examined and passed upon, and copyrights are registered in it. Copies of books and other materials deposited in compliance with the copyright law form a substantial part of the Library's acquisitions each year.

The Law Library, operating almost as a library within the Library, is responsible for the development, maintenance, and custody of the Library's collections of legal materials, domestic and foreign. It serves readers and engages in research in the preparation of legal reference tools. It works closely with the other departments of the Library, with agencies of the Federal Government, and with institutions, libraries, and professional associations throughout the world.

A detailed account of the activities of the Library is presented in a series of publications entitled "Departmental and Divisional Manuals." A copy of the manual for your division is available through the office of your division chief.

Part II

THE LIBRARY AS A PLACE TO WORK

The preceding pages have given you a picture of the Library as an institution with vast resources and broad services. As a new member of the staff, you are, quite naturally, interested in the human side of this institution. In order to make work as efficient and as harmonious and pleasant as possible, certain policies and practices have been established.

RELATION TO THE CIVIL SERVICE SYSTEM

As a part of the legislative branch of the Government, the Library does not come within the recruitment and status systems of the United States Civil Service Commission. The Librarian of Congress is authorized to appoint members to the staff on the basis of training, experience, and general fitness for the duties of their respective positions.

Standard Form 57 (application for employment), however, has been adopted by the Library for the sake of uniformity with other Government agencies.

COMING FROM OTHER GOVERNMENT AGENCIES

In coming to the Library from another Government agency, you resign rather than transfer. If there is no break in service, however, your accrued leave and retirement benefits are transferred. Likewise, if you accept an appointment from another Government agency, you resign from the Library rather than transfer.

GENERAL CONDITIONS OF EMPLOYMENT

In keeping with general legislation and the Librarian's authority to appoint members of the staff on the basis of training, experience, and general fitness, the following conditions are observed:

United States citizenship is required, with certain exceptions defined in annual appropriation acts.

Except in unusual cases, employment does not extend beyond the age of 70.

The Library attempts vigorously to avoid and prevent any discrimination against or in favor of any applicant or employee because of race, sex, creed, national origin, or political or other affiliation.

The Library does not employ, or permit to remain in its service, any person who advocates, or is a member of any organization that advocates, the overthrow of the Government of the United States by force or violence or other unconstitutional means, or who will engage in a strike against the Government, or who is a member of an organization that asserts the right to strike against the Government.

The passing of a physical examination and meeting the requirements of a loyalty investigation and, where necessary, security clearance, are other general conditions of employment. (See General Order No. 1429.)

POSITION CLASSIFICATION

Although positions at the Library do not come under the competitive civil service, they do come under the Classification Act, the purpose of which is to provide equal pay for equal work. Position classification is determined by the kind of work you do, the level of difficulty and responsibility, and the qualifications required. The duties of each position are stated in an official position description. It is important to remember that it is the position which is classified, not the incumbent.

When you applied for a position at the Library, you were informed of vacancies and were given a statement of the duties of various positions, together with minimum qualifications. Your

supervisor reviewed with you the duties of the position to which you were assigned following the official position description.

TYPES OF APPOINTMENTS

Three types of appointments are made at the Library:

Probational appointments, requiring satisfactory completion of a probationary period—usually 1 year—before employees are confirmed as permanent in the Library service.

Indefinite appointments, made to positions vacated by employees who are either on military furlough or who are serving in positions related to the current emergency and who hold reemployment rights to these positions.

Temporary appointments made to positions available for a period of one year or less.

MEANING OF PERMANENT STATUS

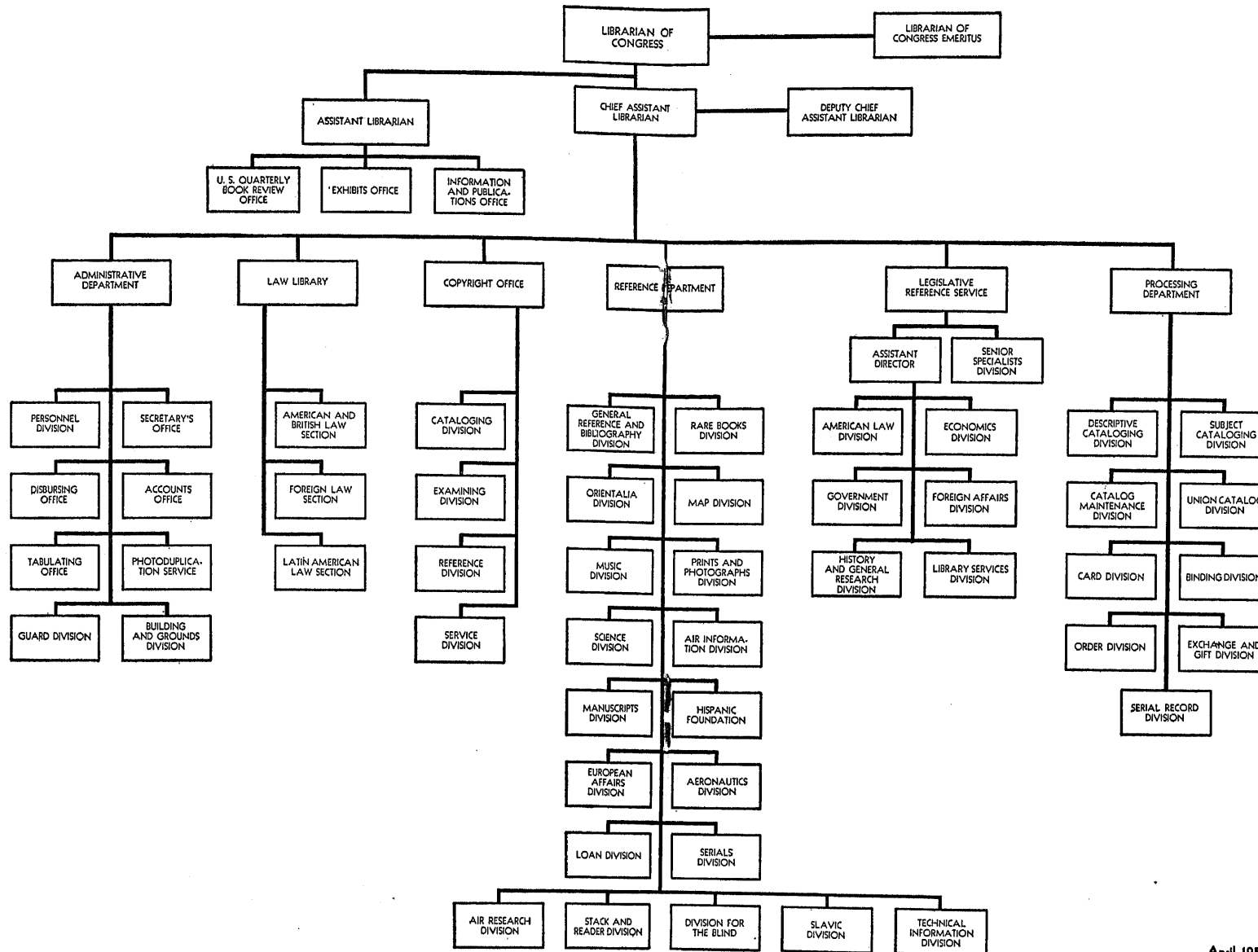
Employees confirmed as permanent in the service of the Library have preference for retention or reinstatement over employees with probational, temporary, and indefinite status. They have also a right to appeal from administrative actions under the terms of General Order No. 1177. However, confirmation in the Library service does not constitute a guarantee of permanent employment if sufficient funds are not available, or if an employee's service is unsatisfactory, or if a position is abolished and an employee is not qualified for another available position.

HOURS OF WORK

The Library observes a 5-day, 40-hour week. Hours of work are from 8:30 a. m. to 5:15 p. m. unless you are engaged in a position requiring a different tour of duty as, for example, guards, deck attendants, and certain reference assistants for whom special schedules are arranged.

Overtime.—Overtime work must be authorized in advance by department directors. Employees who are officially ordered or authorized by their department directors to work in excess of 40

LIBRARY OF CONGRESS ORGANIZATION CHART



hours in any workweek are entitled by law to choose either payment at the overtime rates or credit for compensatory leave.

Holidays.—The Library observes the following holidays:

New Year's Day, January 1
Washington's Birthday, February 22
Memorial Day, May 30
Independence Day, July 4
Labor Day, first Monday in September
Armistice Day, November 11
Thanksgiving Day
Christmas Day, December 25

By executive order legal holidays which fall on Sundays are observed the following day.

Absence from duty to observe religious holidays, not included among the above, must be charged to annual leave.

Lunch period.—The lunch period is 45 minutes. Lunch schedules are arranged in the various divisions and units to meet work needs and, insofar as possible, the convenience of employees.

Punctuality.—Employees are expected to report for duty on time. If you should be tardy for work, you should report the reason to your supervisor who will determine whether the tardiness is justifiable or not.

Occasional tardiness for justifiable reasons may be excused by your supervisor, but unjustifiable tardiness will be charged as annual leave or as leave without pay. Repeated unexcused tardiness may result in disciplinary action.

Rest periods.—Recognizing that occasional rest periods are conducive to efficient performance, the Library permits 2 such daily periods of 10 minutes each or 1 period of 20 minutes. Rest periods are not to be counted as leave and are not to be accumulated or used to extend the lunch period or to offset reporting to work late or leaving early.

LEAVE

In Government terminology, time away from work, whether for a few hours or for an extended period, is known as leave. There are several kinds of leave, as explained below.

Annual leave.—This leave with pay is based upon years of service in the Federal Government, civilian and military. Appointees without previous Government service, after continuous employment for 90 days, earn 13 days of annual leave per year, those with 3 to 15 years of service earn 20 days, and those with more than 15 years of service earn 26 days.

You earn annual leave as a right, but the determination of when you may take the leave and how much of it you may take at one time rests with the Library administration. Every effort will be made within the demands of the workload to meet individual wishes concerning the taking of annual leave.

Approval of annual leave.—Annual leave must be approved in advance, except in cases of emergency. Absences, other than for illness or emergencies, not approved in advance, may result in disciplinary action.

Vacation.—For those who have earned sufficient annual leave, the Library will endeavor to grant a vacation of at least 2 weeks. Vacation schedules are arranged within divisions so as to provide adequate coverage of the various units and to comply as much as possible with individual requests.

Advance annual leave.—A permanent employee may be granted annual leave at any time during the year up to the total which will accrue to his credit through the last full pay period of the calendar year.

Sick leave.—Under current legislation, 13 days of sick leave are provided each year and may be accrued with no maximum limit for use in succeeding years. Sick leave is granted if you should become incapacitated for the performance of your duties by sickness or injury, or when a member of your immediate family is affected with a contagious disease and needs your care, or when your presence at work would jeopardize the health of others. You may also use your sick leave for visits to a physician, dentist, or optician.

If you are unable to come to work because of illness, please notify your supervisor as soon as possible. Otherwise, you may be charged with annual leave or leave without pay.

Filing application for sick leave.—Within 2 days after return to work, you must submit a written application for sick leave. If you have been absent for 3 work days or less you must certify

the reason for your absence. If you are applying for a grant of sick leave in excess of 3 work days, you must obtain a medical certificate or provide acceptable evidence of the reason for your absence within 15 days after your return to duty.

If you plan to use sick leave for medical, dental, or optical appointments, you should submit your request for approval in advance and certify it later by stating the name and address of the practitioner visited and the date and hours of the visit.

Advance sick leave.—In cases of serious disability or illness, up to 30 days of sick leave may be advanced to employees with permanent, probationary, or indefinite status. Requests for advance sick leave must be made in writing, supported by a medical certificate, and must be approved by your division chief and the Director of Personnel.

Minimum charge for annual or sick leave.—The minimum charge for annual or sick leave is 1 hour.

Leave without pay.—Each request for leave without pay is considered on an individual basis, but it may not be demanded as a right. Among requests which have warranted consideration are reasons of health; pursuit of educational activities which would contribute to service at the Library; and service in a non-Government agency which would contribute to the public welfare or serve the interests of the Library.

Court leave.—If you are called for jury duty in any State court or any court of the United States or as a witness for the United States or District of Columbia Governments, court leave with pay and without charge against annual leave will be granted if you are a permanent, probational, or indefinite employee. You must submit a certificate of attendance in verification of such duty. Any juror or witness fees you receive must be forwarded to the Disbursing Office for deposit with the Treasurer of the United States.

If you are called as a witness in a private matter or in behalf of a local, county, or State government your absence must be charged against annual leave.

Military leave for reserve training.—Military leave with pay is granted to employees, other than temporary, who are members of reserve components. If you are ordered to active duty for

training purposes you are entitled to military leave for a period not to exceed 15 calendar days in any one calendar year.

Maternity leave.—It is the Library's policy to grant maternity leave upon application. The normal period of leave without pay for maternity purposes is 6 months, subject to renewal, to be determined by the recommendation of the employee's physician in each case.

Official leave.—Staff members may, with the approval of their department directors, be granted official leave with no charge against annual leave to attend professional meetings, conventions, or conferences, and to take part in other activities that are considered to be in the interest of the Government.

PERFORMANCE RATINGS

In accordance with the performance rating system adopted by the Federal Government, the supervisor who reviews your work daily will also make a formal review of your work after you have been in your position for 6 months. After this initial rating, you will receive one performance rating each year, as of October 1, as long as you remain in the same position. If you move to another position you will receive a rating 6 months after you assume the new position.

Performance ratings are used to improve performance and to strengthen supervisor-employee relationships, and they serve as a factor in determining such personnel actions as salary increases, promotions, reductions in force, and separations.

Three adjective ratings are used: "Outstanding," "Satisfactory," and "Unsatisfactory."

A task list with standards of performance for each task is prepared in writing by you and your supervisor, and your performance is rated according to standards which you have helped to establish. The performance rating is then reviewed by a reviewing officer and is submitted to the Performance Rating Committee for final approval.

Satisfactory rating.—A "Satisfactory" rating is given when an employee meets established standards in all aspects of his work.

Outstanding rating.—A rating of "Outstanding" is made when the performance of an employee has been so superior that it

deserves special commendation in every aspect of the work. Employees who receive "Outstanding" ratings shall be considered for Superior Accomplishment rewards.

Unsatisfactory rating.—If an employee's performance does not measure up to established standards, he is given a warning and a 90-day opportunity to improve his work. If standards are not met, the rating officer submits an "Unsatisfactory" rating supported by a statement of the employee's work record.

PAY

Payday.—Payday is on alternate Wednesdays, 10 days after the close of the pay period, which is a unit of 2 weeks, beginning at midnight Sunday. Your pay envelope contains earnings, less authorized deductions, of the previous pay period.

How you are paid.—You will receive your pay in cash, but arrangements can be made with the Disbursing Office to be paid by check, to yourself or to your bank.

Advances of pay may be made with the approval of the Employee Relations Officer.

Distribution of pay envelopes.—Each payday you sign the payroll in your division and receive a voucher to be taken to the Disbursing Office, Room G-111, Main Building, between 11 a. m. and 12 m. or 3 and 4 p. m. to obtain your pay envelope.

Those who work in the Annex may call for their pay envelopes between 11 a. m. and 12 m. in 1 of the 2 control stations in the first floor corridor.

Retirement.—Library employees come within the retirement system administered by the United States Civil Service Commission. Employees, other than temporary and indefinite, enjoy the benefits and rights accorded by this system and their salaries are automatically subject to retirement deductions. Temporary and indefinite employees may elect at the time of appointment whether or not they wish to be included in the system, which is described in a booklet that is issued by the Operations Section of the Personnel Division.

Withholding taxes.—In accordance with the pay-as-you-go tax plan, a certain amount of your income is withheld for Federal income tax. When you entered upon duty you prepared an *Em-*

employee's Withholding Exemption Certificate listing your marital status and personal exemptions. If there is a change in the number of your dependents or your marital status you should go to the Tabulating Office, Room G-119, Main Building, to prepare a revised form.

Notification of income.—At the end of each calendar year the Bureau of Internal Revenue is notified of the income you received from the Library. You are supplied with a withholding statement and a copy of it is sent to the local tax authority according to the local address which is in our personnel files.

Social security.—Employees are not included in the social security system.

Bonds.—You will find the payroll-deduction method of buying United States savings bonds a convenient means of systematic savings and an opportunity to assist in the financing of your Government. For as little as \$3.75 each payday you may begin to purchase bonds. As they are paid for they will be delivered to you in person or mailed to your home address by registered mail.

Salary increases.—The Classification Act provides for three types of increases:

Step increases within each grade are automatic if performance is satisfactory. The amount of the increase and the waiting period between increases vary. If you are in a grade where the increase is less than \$200, you receive an increase every 52 weeks; if you are in a grade where the increase is \$200 or more, you receive an increase every 78 weeks.

Longevity.—In addition to the regular steps within the grade that are granted for continuing satisfactory performance of your job, a further provision is made in grades GS 1-10 and in all CPC grades for persons who have had not less than 10 years of service in the position occupied or in positions of an equivalent or higher class or grade. For each continuous 3 years of satisfactory service in a grade in which you have reached the top pay rate, you can receive pay increases up to 3 steps above the ceiling.

Superior accomplishment.—For performance beyond the normal expectations of your job, your supervisor may recognize your extra effort by recommending you for a reward for Superior

Accomplishment pay increase, provided you have not reached the top of your grade. This is in addition to your regular periodic increase, but it is limited to one for each step increase period.

TRAINING

All new Library employees participate in a general orientation program, which provides background information on the history, organization, and functions of the Library and an interpretation of personnel practices.

Supervisors provide on-the-job training for specific aspects of your work.

The Employment and Training Section provides, from time to time, additional programs designed to increase your efficiency in your present job and to qualify you for more responsible work.

Announcement of courses is made through training bulletins, which are circulated in the Library.

OFFICIAL INFORMATION

Official information on Library matters is provided in various ways—by General and Special Orders announcing policy and organizational developments; the weekly *Library of Congress Information Bulletin*; personnel memoranda announcing vacant positions for which qualified staff members may apply; press releases; training bulletins, etc. Copies of General and Special Orders are circulated in your division and are posted on the bulletin boards.

Your interest in your own job and in the Library will increase as you learn more about its organization and activities.

You are urged to seek information from official sources, particularly regarding vacancies. Do not inform friends or neighbors of vacancies without checking proper sources of information.

YOUR ROLE IN THE ADMINISTRATION OF THE LIBRARY

In the belief that good administration is the responsibility of the entire staff, the Library provides for participation in the management of Library affairs through three employee organizations:

The Staff Advisory Committee, consisting of 10 staff members, which was established as "a mechanism for the sifting and crystallization of employee opinion as to the measures which the Library administration might appropriately take for the improvement of the operations of the Library and the increase of its output."

The Staff Forum, which meets each month, October through June, to discuss reports on the progress of various activities in the Library and problems of general interest to the staff. The Forum programs are each given twice, on successive days, so that all employees who are interested in the topic for discussion may attend.

Staff Discussion Groups, which include the entire staff in groups not to exceed 25. These groups meet at least 4 times a year; attendance at the meetings is part of your work assignment. Each meeting is devoted in part to an assigned topic and in part to questions of general concern to the operation of the Library or to the welfare of employees. Reports and recommendations from the Staff Discussion Groups are submitted to the Director of Personnel and, through him, to the Librarian. Reports on the disposition of recommendations are made to the staff in Special Orders.

YOU AND YOUR SUPERVISOR

In the public service, the relation between administrative officers, supervisory staff, and other employees is not the relation of employer to employee, but rather a relationship of one employee to another, each with different responsibilities toward a common employer, "the people of the United States."

The Library believes that a friendly, cooperative relationship should exist between supervisors and their staffs. All members of the Library staff have ready access to supervisory officials to discuss problems affecting their status and welfare, including misunderstandings or complaints. Supervisors are expected to deal with employees in good faith, to transact business expeditiously, and to make every effort to arrive at an equitable and mutually satisfactory settlement. Employees are expected to act in the same spirit. If satisfactory disposition of a problem

cannot be reached within a division or department, the employe or the supervisor may call upon the Employee Relations Officer, the Director of Personnel, or other officers, including the Librarian, to assist in a settlement of the issue.

Grievances.—An aggrieved employe should make every effort to obtain a satisfactory solution to his problem either through his division or department or with representatives of the Personnel Division. If he wishes, however, he may present his complaint in writing as the basis of an appeal. General Order No. 1177 states the details of the grievance procedure.

YOU REPRESENT THE LIBRARY

The Library of Congress has a worldwide reputation for integrity and service. As an employe you represent the Library in all your associations with the staff and with the public. The Library's good reputation is therefore at stake in every contact you have with those who use its collections and services, and you have a moral duty to make that reputation a little better.

OTHER THINGS YOU SHOULD KNOW ABOUT THE LIBRARY

Certain policies and practices that directly affect you have been worked out over the years. Observance of them is in the interest of all employes, of the Library as a whole, and of the public. In general, it should be remembered that the facilities and the supplies of the Library are for official use only.

Outside work.—With few exceptions, Federal employes are not permitted to hold another position paid from Federal funds. You may engage in other non-Government work provided that work is not inconsistent with your duties and obligations as Government employe and you do not make use of information obtained as a result of your Government employment. (See General Orders Nos. 1181 and 1182.)

Writing and speaking by members of the staff.—It is the policy of the Library to encourage members of the staff to engage in scholarly activities. The only limitations are those imposed by employment in Government service. Members of the staff writing

or speaking as individuals will do so on their own time and without interference with their official duties. Writers or speakers are not to be identified as members of the staff of the Library of Congress without the authorization of their department directors.

Specific authorization must be obtained from your department director to make use of information gained from your work at the Library or which reflects in any way Library policies or practices or those of the Government in general.

Contributions and gifts.—The Library officially sponsors campaigns to raise money for welfare and civic organizations, such as the Community Chest and the Red Cross. Solicitation during working hours for private charities on the part of individual staff members is not permitted.

Buying and selling.—You may not sell any article or service on the Library premises during working hours.

Debts.—The Library receives occasional complaints from creditors that an employee has been remiss in the payment of his debts. These complaints are referred to the employee for action. Bear in mind that such delinquency reflects unfavorably on the Library and the Government generally, as well as on yourself.

Packages.—You should use the facilities of the Check Room for your parcels. Guards are expected to examine all packages that are taken from the Library buildings. A special pass is required to take Library materials from the buildings. Library employees may not accept for safekeeping any article from users of the Library.

Bulletin boards.—The Library maintains three types of bulletin boards—public bulletin boards for the information of the public; staff bulletin boards for the information of the staff as a whole; and office bulletin boards in departments, divisions, offices, or other units for the information of the staff.

Staff bulletin boards may be used by members of the staff for making announcements concerning staff activities that are of general interest, do not involve profit-making activities, and do not violate good taste. Employees are not to post announcements directly on bulletin boards, but should send them to the Information and Publications Office for posting. Anonymous

items may not ordinarily be posted, but exceptions may be made by the Information and Publications Office.

Lost and found articles.—Articles found should be turned over to the Captain of the Guard for safekeeping and for return to the rightful owner. All inquiries regarding lost articles should be made to the Captain's Office in the Main Building and to the Lieutenant's Office in the Annex. If an article is not claimed within 30 days, it is returned to the finder.

Mail.—The Library receives and dispatches an enormous amount of mail each day. Library mail facilities must be reserved for official use and you are instructed not to have your personal mail directed to the Library.

Telephones.—Office telephones should be used only for official business, except in cases of urgency. Public telephone booths are conveniently located in both buildings for the transaction of personal business.

Personnel records.—The Operations Section of the Personnel Division maintains complete records pertaining to your employment. Your file contains your original application for employment, letters of reference, copies of subsequent personnel actions, and performance ratings.

Your cooperation in keeping your records up to date is requested. Report changes in name, address, telephone number, statements of additional educational and scholarly achievements, etc., to the Operations Section.

Safety.—Safety is everybody's business. The Library is responsible for establishing and maintaining safe and healthful areas for work; supervisors are responsible for instructing employees in safe work practices and for enforcing all safety regulations; and each employee in turn is expected to conform to safety standards in every phase of his work.

Eating facilities.—The Library cafeteria, located off the cellar passageway between the Main Building and the Annex, provides breakfast and lunch at moderate prices. The cafeteria is open between 7:30 a. m. and 3:30 p. m., Monday through Friday.

Snack bars are located on the ground floor of the Main Building and in the subbasement of the Annex. Snack bar service is available from 7:30 a. m. to 5 p. m., Monday through Friday, and from 9 a. m. to 1 p. m. on Saturday.

Special eating areas have been provided for members of the Guard Force and the Labor Force and one of the courtyards has been set aside for use by all employees in fair weather.

Food is not to be eaten in any part of the Library other than the cafeteria, the snack bars, and in those areas specifically designated as eating places.

Smoking.—Smoking is permitted in the cafeteria and in other parts of the Library that have been designated as smoking areas.

The Library has had two disastrous fires. Another would not only be calamitous for the Library, but would also bring great injury to the entire Nation.

Health program.—In keeping with practices of progressive management, the Library administration does its utmost to provide healthful working conditions, adequate first-aid facilities, counseling, and information on health and hygiene.

Employees are expected to avail themselves of the health facilities provided in the Library.

Nurses.—During regular working hours trained nurses are on duty in the health rooms, located on the ground floor of the Main Building and on the first floor of the Annex.

If you should become ill while you are at work, you should report to the nurse in your building. She will provide you with advice, arrange transportation when necessary, and assist you in securing free medical treatments or compensation if you are entitled to it.

Nurses may be sent to the homes of employees when emergency situations require.

Compensation for injury.—As an employee of the Library you are protected by the Federal Employees' Compensation Act. If you are injured in the performance of duties or on Library property, you are entitled to free medical attention. Each accident, however minor it may seem, should be reported immediately to the nurse and to your immediate supervisor.

Hospitalization and group health.—You are eligible to join Group Hospitalization, Inc., and the Surgical Service Plan of the Medical Service of the District of Columbia, if you apply for membership within 60 days from the date you are employed in the Library. If you do not apply for membership during this period, you may enroll when the group is opened annually for new memberships.

If you are a member of the Blue Cross Plan in another city, you must transfer to Group Hospitalization within a period of 60 days from the date of your employment. Applications or transfers should be directed to the collector in your department.

Library employees may enroll in the Group Health Association, an agency which provides comprehensive medical, surgical, dental and hospital care. Upon request, the nurse will discuss this plan with you.

Employee organizations.—The Library guarantees that membership in an employee union shall in no way militate against an employee, nor shall discrimination be exercised either for or against any member of a union for reasons of union membership. Information regarding unions is available in the Employee Relations Section.

Welfare and Recreation Association.—Library employees and members of their families are eligible for membership in the Welfare and Recreation Association, which sponsors a variety of educational, social, and cultural activities among the staff. Your membership enables you to participate in these activities at no cost, or at reduced rates, and to profit by discounts offered to Association members.

Credit Union.—A branch of the Federal Credit Union is located on the ground floor of the Main Building. You may become a member by paying a fee of 25 cents and purchasing one \$5 share.

Whether you use your Credit Union to invest or to borrow, you will find a courteous, helpful staff to assist you in solving your financial problems.

Employee relations.—The Employee Relations Section of the Personnel Division is at your disposal for information or counsel on matters of a personal nature as well as those pertaining to your work. Information regarding housing, transportation, and educational, recreational, and cultural activities is available in this Section.

Building passes.—Library of Congress identification cards are issued to all employees. You are requested to carry your card at all times while in the Library or on Library duty and to produce it upon demand by any Library supervisory official or member of the Guard Force, or, when in the stacks, by any employee of the Stack and Reader Division or of the Law Library.

All passes must be surrendered upon termination of employment in the Library.

Purchases at the Senate Stationery Room.—The privilege of purchasing articles at the Stationery Room of the Senate Office Building is extended to Library employees. Before making your purchase you must obtain a letter of authorization from the Employee Relations Section.

Notaries Public.—Notaries public, who will certify official documents for you free of charge, are available in the Library.

Loan Privilege.—The Library of Congress is not a lending library in the usual sense, but the loan privilege is extended in regard to most material to Library employees in permanent or probational status. After you have been in the Library for 3 months, you may apply through your division chief for the loan privilege.

LEAVING THE LIBRARY

Resignation.—If you plan to leave the Library service, you should discuss your intention to resign with your supervisor. Employees are asked to submit a resignation form (Personnel Form 2) as far in advance of the effective date as possible.

Certain resignation formalities are required by the Operations Section of the Personnel Division, and an exit interview with the Employee Relations Officer or his assistant is also required.

Going to another Government agency.—An employee must resign from the Library, rather than transfer, to accept an appointment in another agency of the Government.

Military service.—Probational and permanent employees who are separated from Library service to enter the armed forces are entitled to reemployment rights. Staff members who are entering military service should consult the Chief of the Operations Section.

Retirement.—Retirement is automatic at the age of 70. Employees may also retire when they attain eligibility under the Retirement Act or through disability.

Reduction in force.—It occasionally becomes necessary for the Library to reduce its staff because of lack of funds, reorganization, or the curtailment of certain functions and services. In the event of a reduction in force, permanent employees receive preference

for retention or reinstatement over those having probational, temporary, and indefinite appointments.

Suspensions.—An employee may be suspended from duty without pay for disciplinary reasons or pending separation for cause. Disciplinary suspensions may result from repeated unauthorized absence, personal misconduct, subversive activity, intoxication, and other reasons.

Involuntary separation.—An employee may be separated from the Library service for inefficiency or misconduct.

CONCLUSION

In spite of the disasters in its early years, the Library has grown from an informally collected handful of books to the world's largest library. We hope that you will be as proud of your association with it as the people of this Nation are to possess it and that your work will add to the spirit of service to which it has in all recent generations been dedicated.

We have attempted to introduce the Library to you, but there may be questions that this book does not answer. Please feel free to discuss any question with your supervisor or with the members of the Personnel Division.

Good luck to you as you begin your career at the Library of Congress.

